

COUNTY OF MONTEREY
Amendment #1 to Agreement 5010-152
Community Human Services

This Amendment #1 is made and entered into by and between the County of Monterey, a political subdivision of the State of California, (hereinafter "COUNTY"), and contractor name (hereinafter "CONTRACTOR").

WHEREAS, COUNTY and CONTRACTOR entered into an agreement for coordination and facilitation of parent education services for the period of July 1, 2021 through June 30, 2023 for a contract total of \$36,000 (hereinafter "Original Agreement").

WHEREAS, the Parties wish to amend the Agreement via Amendment #1 to revise the scope of services to **add new curriculum** and add **\$211,922** for a new contract total of **\$247,922** with no change to the contract term.

AGREEMENT

Now Therefore, the parties agree to amend the Agreement as follows:

This Agreement is hereby amended on the terms and conditions as set forth in the original Agreement incorporated herein by this reference, except as specifically set forth below.

1. **Section 2.0, "PAYMENT PROVISIONS"** is amended to read as follows:
County shall pay the CONTRACTOR in accordance with the payment provisions set forth in **Exhibit AA**, subject to the limitations set forth in this Agreement. The total amount payable by County to CONTRACTOR under this Agreement shall not exceed the sum of **\$247,922**.
2. **Exhibit AA incorporates the addition of the new curriculum and the new contract total.**
3. **Exhibits C-1, C-2, D-1 and D-2** reflect the addition of the new funds.
4. Except as provided herein, all remaining terms, conditions and provisions of the original Agreement are unchanged and unaffected by this Amendment #1 and shall continue in full force and effect as set forth in the original Agreement.
5. A copy of this Amendment #1 shall be attached to the Original Agreement.

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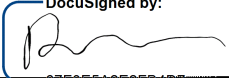
IN WITNESS HEREOF, the parties hereby execute this amendment as follows:

COUNTY OF MONTEREY:

CONTRACTOR:

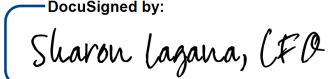
By: _____
Lori A. Medina
DSS Director

Date: _____

DocuSigned by:

By: _____
(Chair, President, Vice-President)

(Print Name & Title)

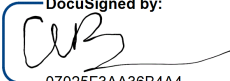
Date: 9/9/2021 | 3:50 PM PDT

DocuSigned by:

By: _____
(Secretary, CFO, Treasurer)

(Print Name and Title)

Date: 9/9/2021 | 4:31 PM PDT

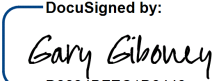
Approved as to Form:

DocuSigned by:


Deputy County Counsel

Date: 9/10/2021 | 11:04 AM PDT

Approved as to Fiscal Provisions:

DocuSigned by:


Auditor Controller's Office

Date: 9/10/2021 | 11:06 AM PDT

**Community Human Services
Parent Education Program
Scope of Services**

July 1, 2021 – June 30, 2023

I. Contact Information:

Contractor Contact:

Robin McCrae, Chief Executive Officer
Community Human Services
Administration
2560 Garden Road, Ste. 201-B
Monterey, CA 93940
rmccrae@chservices.org

CHS Mailing Addresses:

Community Human Services
PO Box 3076
Monterey, CA 93942
831 658 3811 FAX: 831 658 3815

Service Sites:

Family Service Center, Salinas
433 Salinas St.
Salinas, CA 93901
831 757 7915

Family Service Center, Seaside
1178 Broadway St.
Seaside, CA 93955
831 394 4622

Other local community sites as needed.

County Contact:

Ginger Pierce, MSW, CAPC Director
Monterey County Department of Social Services
Family and Children's Services
1000 S. Main St. Ste. 111
Salinas, CA 93901
831 759 6768
piercevr@co.monterey.ca.us

II. Community Human Services and Parent Education Program Background:

Community Human Services (herein after "CHS") Family Service Centers provides a comprehensive professional approach to prevention, early intervention, and treatment of child abuse and neglect. CHS is a joint powers authority and non-profit corporation. As the largest non-profit social services agency in Monterey County, CHS provides a wide range of services, to include comprehensive outpatient mental health care, alcohol, and other drug (AOD) treatments, Parent Education, Supervised Visitation, outreach and support programs for homeless youth, and violence and abuse services. CHS has twelve dedicated service sites in Salinas and on the Monterey Peninsula.

The Parent Education Program is designed to support and educate parents of at-risk children and families in crisis, with a goal of providing parents with new skills and tools to enable them to parent with love, commitment, and safety. CHS' Parent Education Program uses evidence based best practice curricula, currently the Nurturing Parenting Program **and Connect Parent Education**, both effective means of teaching parents to understand the responsibility of parenting, the stages of child development, the definitions and effects of child

abuse, communication and listening skills, safe and effective methods of discipline, stress management, and how to conflict resolution skills.

III. Scope of Services:

A. **CONTRACTOR Responsibilities include, but are not limited to, the following:**

1.a. *Parent Education Program Series:*

CONTRACTOR will coordinate and facilitate the Parent Education Program for referred clients. The Parent Education Program is an extensive and established educational series for adult caregivers and/or parents. The Parent Education Program Series includes twelve (12), one to two (1-2) hour sessions. Topics covered in the series include: effective and safe discipline, communication, listening skills, understanding the role and responsibility of parenting, stress management, and understanding child abuse and its impacts. In order to meet this responsibility, the CONTRACTOR shall:

- a. Provide four (4), twelve (12) week Parent Education Program Series:
 - i. Each series shall include one (1) session per week, for a total twelve (12) weeks per series,
 - ii. Class sizes shall range from no less than eight (8) participants, to no more than twenty (20) participants,
 - iii. Classes shall be offered in English and Spanish,
 - iv. Class locations shall be offered in Seaside, Salinas, and at least one location in South Monterey County, as well as any additional locations throughout Monterey County, and/or through a sub-contractor, at the CONTRACTOR's discretion.
 - v. Virtual classes may be offered in lieu of in-person instruction upon the agreement of the CONTRACTOR and COUNTY.
- b. Offer evidence-based parent education curriculum, for adolescents and their parents when appropriate, based on the individual needs of the family, and
- c. Prioritize families being referred by Monterey County Department of Social Services, Family and Children's Services (hereinafter "FCS"), to be served under the CONTRACTOR's programs.
- d. Reporting of client participation in the CONTRACTOR's other programs will remain the same.

1.b. *Connect Parent Education:*

CONTRACTOR will coordinate and facilitate *Connect: An Attachment-Based Program for Parents and Caregivers.* *Connect* is a 10-week program delivered in a group format to parents and caregivers of preteens and teens with serious behavioral and internalizing problems. Treatment goals include reductions in child externalizing and internalizing problems, caregiver strain and depressed mood, and increases in parenting/family satisfaction and parent-child attachment security. The program integrates trauma-informed practice and adopts a strengths-based and collaborative approach. In order to meet this responsibility, CONTRACTOR shall:

- a. Complete training with the Annie E. Casey Foundation for four (4) facilitators
- b. Participate in interagency and staff meetings
- c. Provide three 10-week series in year 1 and 4 series in year 2
- d. Offer classes in English and Spanish

2. *Referral Process:*

Upon receipt of a referral from FCS, the CONTRACTOR will:

- e. Assign the referred client to the appropriate site,
- f. Initiate contact with clients to arrange and coordinate services, and

Community Human Services
Parent Education Program
Scope of Services

- g. Provide the client with a Participation Log (Exhibit A-2) to be signed by class instructors and submitted weekly to the FCS Social Worker.

2. Client Non-Compliance:

If a referred client fails to return the CONTRACTOR's initial phone call, fails to appear for services and/or classes, or fails to contact the CONTRACTOR after reasonable efforts have been made to reach the client via telephone and mail, the CONTRACTOR will notify FCS via the **Hot Sheet (Exhibit A-1)**, within 5 days of the client's noncompliance.

3. Collaborative Efforts:

The CONTRACTOR will promote collaborative communication between their agency and staff, and COUNTY staff. In furtherance of these efforts, the CONTRACTOR shall:

- a. Identify key contacts within the CONTRACTORs agency to connect directly with the identified COUNTY contact, to include:
 - i. A contract monitor, and
 - ii. A Parent Education Coordinator who is designated to receive referrals from FCS and ensure coordination of services for the referred client.
- b. Meet at least once quarterly to review the efficacy of the partnership and referral process,
- c. Notify the FCS without delay, of any barriers to initiating services (i.e., inability to locate social workers, fax/emails/phone numbers not working properly, difficulties connecting with referred clients, and/or the need for additional information regarding the referred client).

4. Reporting and Deliverables:

- a. Upon completion of each class series, the CONTRACTOR will provide a certificate of completion to each referred client who successfully completes the program and its curriculum.
- b. Once per quarter, the CONTRACTOR progress report showing hours of completed training, via the Client Information Sheet (Exhibit A-3), as an attachment to the quarterly invoice.
- c. **Once trained in *Connect*, the CONTRACTOR will work with the COUNTY to provide the outcome data as outlined by *Connect* in an agreed upon fashion, not less than quarterly.**

B. COUNTY Responsibilities include the following:

1. Identification of COUNTY Contacts:

The COUNTY will identify a contract monitor and FCS Coordinator to act as primary points of contact for the CONTRACTOR for the duration of the contract term.

2. FCS Coordinator: will act as the primary liaison between the COUNTY's SW Staff and the CONTRACTOR. The FCS Coordinator will:

- a. Receive, review, and approve for payment, all referrals from SW Staff.
- b. Maintain a record of referrals received and date forwarded to the CONTRACTOR.
- c. Forward all referrals to the CONTRACTOR's identified Parent Education Coordinator.
- d. Referrals will be sent by a method mutually agreed upon by the COUNTY and the CONTRACTOR.

3. Collaborative Efforts:

The COUNTY will promote collaboration between amongst its staff, identified key contacts, and the CONTRACTOR. In furtherance of these efforts, the COUNTY will:

- a. Ensure the CONTRACTOR has up to date contact information for its identified contract monitor and FCS Coordinator,
- b. Meet at least once quarterly to review the efficacy of the partnership and referral process,

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Scope of Services**

- c. Notify the CONTRACTOR without delay of any barriers to initiating services (i.e., inability to reach CONTRACTOR's staff, fax/emails/phone numbers not current or not working properly, etc.).

IV. Invoice/Payment Provisions:

1) Reimbursement Rates and Contract Amount:

A) Parent Education Series

CONTRACTOR shall provide eight (8) Parent Education Series over the term of this agreement (once per quarter per contract year), to be billed at four thousand, five hundred dollars (\$4,500.00) per series, for a contract total not to exceed thirty-six thousand dollars (\$36,000) for this set of Parent Education Services within the duration of the contract, as illustrated in the tables below. This cost shall be inclusive of all services, such as training, curriculum, case management, and administrative fees for each series.

July 1, 2021-June 30, 2022

Time Period	Amount
Quarter 1	\$4500.00
Quarter 2	\$4500.00
Quarter 3	\$4500.00
Quarter 4	\$4500.00
Contract Total	\$18,000.00

July 1, 2022-June 30, 2023

Time Period	Amount
Quarter 1	\$4500.00
Quarter 2	\$4500.00
Quarter 3	\$4500.00
Quarter 4	\$4500.00
Contract Total	\$18,000.00

B) Connect Series:

Time Period	# of Series
July 1, 2021 - June 30, 2022	3 Series
July 1, 2022 - June 30, 2023	4 Series
Total	\$211,922

Total includes training facilitation and interagency and staff meetings.

- 1. Payment Terms:** the COUNTY shall pay the CONTRACTOR according to the terms set forth in Exhibit B, Section I. PAYMENT BY COUNTY.
- 2. Invoicing:** CONTRACTOR shall submit invoices to the County on a quarterly basis for the general Parent Education Program, on the 10th day of the month following end of each quarter, on the invoice template set forth in Exhibit D.
CONTRACTOR shall submit invoices for Connect to the County monthly no later than the 10th day of the month following the end of each month on the invoice template set forth in Exhibits D-1 and D-2.

The total amount paid by COUNTY to CONTRACTOR under this Agreement is **two hundred forty-seven thousand nine hundred twenty-two dollars and zero cents (\$247,922)**, per Exhibits C, C-1 and C-2, Budgets.

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3. **Travel/Mileage Reimbursement:** COUNTY and CONTRACTOR agree that CONTRACTOR shall be reimbursed for travel expenses during this Agreement. CONTRACTOR shall receive compensation for travel expenses as per the “County Travel Policy”. A copy of the policy is available online as www.co.monterey.ca.us/auditor/policies.htm. To receive reimbursement, CONTRACTOR must provide a detailed breakdown of authorized expenses, identifying what was expended and when. CONTRACTOR shall receive compensation for mileage reimbursement up to the rates listed online at www.irs.gov.

All original invoices shall be mailed to:

Ginger Pierce
MCDSS, Family and Children’s Services
1000 S. Main St. Ste. 111
Salinas, CA 93901

Community Human Services
July 1, 2021 – June 30, 2022
CONNECT BUDGET

CATEGORY	TOTAL BUDGET CONTRACT FUNDS
PERSONNEL	
Parent Education Instructors	\$ 23,897.00
Parent Education Lead	\$ 25,622.00
Program Supervision	\$ 11,043.00
Benefits	\$ 10,356.00
Sub total	\$ 70,918.00
PROGRAM/OPERATIONS	
Occupancy	\$ 15,586.00
Travel and Mileage	\$ 1,130.00
Office Supplies	\$ 2,000.00
Personnel Acquisition	\$ 1,394.00
	\$ -
	\$ -
	\$ -
Sub total	\$ 20,110.00
SUBTOTAL	\$ 91,028.00
Administrative Not to Exceed 15%	\$ 13,654.00
TOTAL	\$104,682.00

**Community Human Services
July 1, 2022 – June 30, 2023
CONNECT BUDGET**

CATEGORY	TOTAL BUDGET CONTRACT FUNDS
PERSONNEL	
Parent Education Instructors	\$ 25,098.00
Parent Education Lead	\$ 25,622.00
Program Supervision	\$ 11,043.00
Benefits	\$ 10,374.00
Sub total	\$ 72,137.00
PROGRAM/OPERATIONS	
Occupancy	\$ 16,365.00
Travel and Mileage	\$ 1,187.00
Office Supplies	\$ 2,100.00
Personnel Acquisition	\$ 1,464.00
	\$ -
	\$ -
	\$ -
Sub total	\$ 21,116.00
SUBTOTAL	\$ 93,253.00
Administrative Not to Exceed 15%	\$ 13,987.00
TOTAL	\$107,240.00

Community Human Services
 July 1, 2021 - June 30, 2022
 Billing Summary/Invoice
 CONNECT

Name Of Agency: COMMUNITY HUMAN SERVICES

Month:

Invoice #:

CATEGORY	TOTAL CONTRACT FUNDS	MONTHLY EXPENSE	YTD EXPENSE	BALANCE CONTRACT FUNDS
PERSONNEL				
Parent Education Instructors	\$ 23,897.00		\$ -	\$ 23,897.00
Parent Education Lead	\$ 25,622.00		\$ -	\$ 25,622.00
Program Supervision	\$ 11,043.00		\$ -	\$ 11,043.00
Benefits	\$ 10,356.00		\$ -	\$ 10,356.00
Sub total	\$ 70,918.00	\$ -	\$ -	\$ 70,918.00
PROGRAM/OPERATIONS				
Occupancy	\$ 15,586.00		\$ -	\$ 15,586.00
Travel and Mileage	\$ 1,130.00		\$ -	\$ 1,130.00
Office Supplies	\$ 2,000.00		\$ -	\$ 2,000.00
Personnel Acquisition	\$ 1,394.00		\$ -	\$ 1,394.00
	\$ -		\$ -	\$ -
	\$ -		\$ -	\$ -
	\$ -		\$ -	\$ -
Sub total	\$ 20,110.00	\$ -	\$ -	\$ 20,110.00
SUBTOTAL	\$ 91,028.00	\$ -	\$ -	\$ 91,028.00
Administrative Not to Exceed 15%	\$ 13,654.00	\$ -	\$ -	\$ 13,654.00
TOTAL	\$104,682.00	\$ -	\$ -	\$ 104,682.00

I hereby certify that this report is correct and complete to the best of my knowledge.

Person completing form: _____

Name

Authorized signature _____ Title _____ Date _____

 MC Authorized Signature

 Date

REMIT TO: Community Human Services
 2560 Garden Road, Suite 201-B
 Monterey, CA 93940

Community Human Services
July 1, 2022 - June 30, 2023
Billing Summary/Invoice – Connect

Name Of Agency: COMMUNITY HUMAN SERVICES

Month:
Invoice #:

CATEGORY	TOTAL CONTRACT FUNDS	MONTHLY EXPENSE	YTD EXPENSE	BALANCE CONTRACT FUNDS
PERSONNEL				
Parent Education Instructors	\$ 25,098.00		\$ -	\$ 25,098.00
Parent Education Lead	\$ 25,622.00		\$ -	\$ 25,622.00
Program Supervision	\$ 11,043.00		\$ -	\$ 11,043.00
Benefits	\$ 10,374.00		\$ -	\$ 10,374.00
Sub total	\$ 72,137.00	\$ -	\$ -	\$ 72,137.00
PROGRAM/OPERATIONS				
Occupancy	\$ 16,365.00		\$ -	\$ 16,365.00
Travel and Mileage	\$ 1,187.00		\$ -	\$ 1,187.00
Office Supplies	\$ 2,100.00		\$ -	\$ 2,100.00
Personnel Acquisition	\$ 1,464.00		\$ -	\$ 1,464.00
Sub total	\$ 21,116.00	\$ -	\$ -	\$ 21,116.00
SUBTOTAL	\$ 93,253.00	\$ -	\$ -	\$ 93,253.00
Administrative Not to Exceed 15%	\$ 13,987.00	\$ -	\$ -	\$ 13,987.00
TOTAL	\$ 107,240.00	\$ -	\$ -	\$ 107,240.00

I hereby certify that this report is correct and complete to the best of my knowledge.

Person completing form: _____

Name

Phone No.

Authorized signature _____ Title _____ Date _____

MC Authorized Signature _____ Date _____

REMIT TO: Community Human Services
2560 Garden Road, Suite 201-B
Monterey, CA 93940